



UTKAL BUSINESS SCHOOL

AT – Rathipur, P.O. – Kantia, P.S. – Jatni, Dist. – Khordha – 752050

Website : www.ubschool.org.in

MANDATORY DISCLOSURE

1	Name of the Institution & Address	UTKAL BUSINESS SCHOOL AT - RATHIPUR, P.O. – KANTIA, VIA – JATNI DIST. – KHORDHA, PIN – 752050, ODISHA PHONE : (0674) – 2495991 MOBILE : 9439264467 EMAIL : utkalinstitute2025@gmail.com WEBSITE : ubschool.org.in CORPORATE OFFICE: PLOT NO. 418, SAHEED NAGAR BHUBANESWAR – 751007
2	Location of the Institution	Lat.20.166731 & Long. 85.731792 Nearest Railway Station (Distance in Km.) – Khordha Road Junction – 2 kms. Nearest Airport (Distance in Km.) – Biju Patnaik International Airport, Bhubaneswar – 20 kms. <u>LOCATION MAP:</u> 
2	Type of Institution	Private Self-Financed
	Category (1) of the Institution	Non-minority
	Category (2) of the Institution	Co-education
3	Name of the Organisation running the institution	Chheta Devi Educational & Charitable Trust (CDECT)
	• Type of Organisation	Trust
	• Registration No. & Date	12385/1255, Dated 01.10.2007. Registered with Govt. of Odisha



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	• Registered Office	Plot No. 418, Saheed Nagar, Bhubaneswar - 751007	
	• Name and address of the Trustee	Shri Pratap Chandra Samantaray Trustee-cum-Chairman, CDECT, Rathipur, Jatni, Khordha Shri Basudeba Jena Trustee, CDECT, Rathipur, Jatni, Khordha Smt. Sarojini Samantaray Trustee, CDECT, Rathipur, Jatni, Khordha Smt. Manmayee Samantaray Trustee, CDECT, Rathipur, Jatni, Khordha	
	• Name and Address of the Governing Body Members	Shri Pratap Chandra Samantaray	Trustee-cum-Chairman
		Dr.P.K.Pattanaik, Retd. Chief Engineer, OPTCL	Member Secretary
		Regional Officer, ERO, AICTE, Kolkata	Member
		District Employment Officer, Khordha	Member
		District Welfare Officer, Khordha	Member
		E.E. (R&B) Division, Khordha	Member
		E.E. (PH/RWSS) Division, Khordha	Member
		The General Manager, District Industries Center, Khordha	Member
		The Principal, Utkal Business School	Member
		Two Faculty Members of UBS	Member
3	Name and Address of the Director	Mr.Satya Bhusan Samantaray, Director Utkal Business School At – Rathipur, P.O. – Kantia, Jatni, Dist. – Khordha, Pin – 752050, Odisha Mobile : 9439264467 Email : director@ubschool.org.in	
4	Name and Address of the Principal	Dr.Bimalendu Bal, Principal Utkal Business School At – Rathipur, P.O. – Kantia, Jatni, Dist. – Khordha, Pin – 752050, Odisha Mobile : 8018995191 Email : principal@ubschool.org.in	
5	Name of the Affiliating University	Biju Patnaik University of Technology (BPUT) Odisha, Rourkela	
6	College Code assigned by the Affiliating University	26NM4	



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7	Governance		
Members of the Board of Governors of Utkal Business School		Shri Pratap Chandra Samantaray	Trustee-cum-Chairman
		Dr.P.K.Pattnaik, Retd. Chief Engineer, OPTCL	Member Secretary
		Regional Officer, ERO, AICTE, Kolkata	Member
		District Employment Officer, Khordha	Member
		District Welfare Officer, Khordha	Member
		E.E. (R&B) Division, Khordha	Member
		E.E. (PH/RWSS) Division, Khordha	Member
		The General Manager, District Industries Center, Khordha	Member
		The Principal, Utkal Business School	Member
		Two Faculty Members of UBS	Member
Members of the Board of Management		Mr. Satya Bhusan Samantaray, Director, UBS, Chairperson	
		Prof.(Dr.) Jagdish Chandra Pati, Member	
		Dr.Bimalendu Bal, Principal, UBS, Member	
		Dr.Pragnya Paramita Priyadarshini, AO, UBS, Member	
		Mr.Biswabhusan Samantaray, Member	
Frequency of the Board Meeting		Twice a year	
ORGANISATIONAL CHART OF UBS		<pre> graph TD Chairman[Chairman] --> Director[Director] Chairman --> AdminOff[Administrative Officer] Director --> Principal[Principal] Director --> Store[Store] Director --> Accounts[Accounts] Director --> NonTeaching[Non-teaching Staff] Director --> Library[Library] Director --> Maintenance[Maintenance] Director --> Canteen[Canteen Management] Director --> Hostel[Hostel Management] Principal --> Faculty[Faculty Members] Principal --> Admission[Admission] Principal --> Exam[Examination Section] </pre>	



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	Nature and extent of involvement of faculty and students in academic affairs/ improvements	All faculty members are committed and dedicated. They are involved in classroom teaching with complete dedication focusing at the overall development of students in terms of knowledge and skill. The programme designed by the University exclusively aims at developing strong analytical skills among students coupled with awareness of social and ethical responsibility.
	Mechanism/Norms and procedure for democratic good governance	The institute has introduced suitable mechanism in order to maintain the sanctity of good governance.
(a)	Student Feedback on Institutional Governance / Faculty Performance	Yes
(b)	Grievance Redressal Mechanism for Faculty, Staff and Students	Yes
(c)	Establishment of Anti-Ragging Committee	Yes
(d)	Establishment of online Grievance Redressal Mechanism	Yes
(e)	Establishment of Grievance Redressal Committee in the institution and Appointment of Ombudsman by the University	Yes
(f)	Establishment of Internal Complaint Committee (ICC)	Yes
(g)	Establishment of Committee of SC/ST	Yes
(h)	Women Protection Committee	Yes
8	PROGRAMME(S)	
	Name of the Programme approved by AICTE	BACHELOR OF BUSINESS ADMINISTRATION (BBA) (UG)
	Name of the Affiliating University	Biju Patnaik University of Technology (BPUT), Odisha Chhend, Rourkela
	Year of Inception	2025
	Total intake approved by AICTE	120
	Duration	04 Years
	Admission Procedure	Eligibility & Merit are considered First – Applicants fulfilling the Academic Criteria (Marks, Grades or Ranks etc.). Among the eligible candidates, admission is offered in the order applications are received. Since seats are limited, candidates who qualify and complete the application process earlier are more likely to secure a seat.
	Fee Structure	As determined by the Skill Development & Technical Education Department, Govt. of Odisha. The fee is excluding residential expenses.



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•	Time schedule for payment of fee	50% at the time of Admission and 50% at the time of examination registration for final semester examination as per the notification of BPUT.						
•	No. of Scholarships offered by the Institution, duration and amount	The institution does not provide any scholarship to its students. On the other hand facilitates the process of applying scholarships offered by the Central and State Govt. from time to time based on the status of students.						
•	Criteria for fee waivers/scholarship	As per the guidelines laid down by Govt. for fee waiver.						
•	Curriculum & Syllabus	As prescribed by BPUT, Odisha						
•	Campus Placement Facilities	Yes						
•	Faculty Details							
FACULTY DETAILS OF UTKAL BUSINESS SCHOOL								
Sl. No.	Teacher's Name	Gender	Designation	Deptt.	Highest Qualification	Date of Joining	Email ID	
1	Dr.Bimalendu Bal	Male	Principal	MBA	M.Com., Ph.D.	01.08.2023	uimodisha@gmail.com	
2	Mr.Subhradeep Swain	Male	Asst.Prof.	MBA	MBA	17.07.2021	subhra.s@ubschool.org.in	
3	Mr.Jyotiranjana Pradhan	Male	Asst.Prof.	MBA	PGDM	12.08.2021	pradhanrjyoti@ubschool.org.in	
4	Mrs.Lopamudra Samantaray	Female	Asst.Prof.	MBA	MBA	01.02.2024	samantaraylopa@ubschool.org.in	
5	Miss.Smruti Rekha Sethi	Female	Asst.Prof.	MBA	MBA	01.02.2024	sethi_smrutir@ubschool.org.in	
6	Mr.Abhishek Tripathy	Male	Asst.Prof.	MBA	MBA	01.05.2024	abhishek_tripathy@ubschool.org.in	
9.	INFORMATION ON INFRASTRUC-TURE & OTHER RESOURCES AVAILABLE							
•	Number of Classrooms available and size of each class room				No. of Classrooms	Room size (each) (in sq.mtr.)	No. of Tutorial rooms	Room size (each) (in sq.mtr.)
					CR 001	67.64	TR 001	37.12
					CR 002	67.86	TR 002	39.64
•	Details of Laboratories with size				Laboratories details		Size (in sq.mtr.)	
					Computer Lab		182.50	
					Language Lab		40.87	

(DIRECTOR)